



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date April 9, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 136		Date Received APR 17 1974	Application No. 74-130
3. AGENCY, Division, Subdivision & Administering Office Address Department of Agriculture Office of the Commissioner 19 Hunter Street Atlanta, Georgia 30334		4. Person to Contact Hubert Jordan <i>H. Jordan</i>	
		5. Working Title Budget Officer	6. Tel. No. 656-5645

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1940 to Date

9. Exact Series Title
STATE-FEDERAL AGREEMENTS FILE

10. What is the function of the office in which this record series is created?

This office is responsible for the functional areas: animal industry; consumer protection; fuel and measures; plant industry; chemical laboratories; marketing and commodity promotion; etc. The Commissioner's Office formulates policy and provides leadership to the Department of Agriculture in the development of the goals and objectives of the Department to include the consummation of agreements with other State and Federal agencies.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to agreements between the Department of Agriculture and the Federal Government (usually the U.S. Department of Agriculture).

Included are agreements and amendments.

Files are arranged by agreement number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)		
Letter-size File Drawers			<i>4-4</i>				
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
within the office consummating the document. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?
Relations with Federal Government in use of Federal Funds. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept see below years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Upon consummation of the agreement, hold until 1 January, then send to Archives.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) _____

Upon consummation of the Agreement, place the original copy in the inactive file.
Cut off the inactive file at the end of the CY; then, retire to the Archives.

Copies of agreement in the individual offices - Hold in active files until obsolete, revised, or no longer applicable; then, transfer to inactive files; cut off inactive files at the end of the CY. Hold in current files area 1 year; then, destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Siders</i>	4-11-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Thomas J. Lewis</i>	4-15-74
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ryan</i>	4-23-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll H. H.</i>	4-23-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. D. R. H.</i>	4-23-74

STATE RECORDS
COMMITTEE